



MARION COUNTY FAIR

September 6, 2017 5:30 PM

Commissioners' Board Room
555 Court St NE, Salem OR

AGENDA

- I. 5:30 PM Call to Order/Introductions**
- II. 5:35 PM Public Comments**
- III. 5:38 PM Approval of August 2, 2017 Meeting Summary Notes**
- IV. 5:40 PM 4H/FFA Reports [Information]**
- V. 5:50 PM Financial Report [Action]**
- VI. 6:05 PM Items of Special Interest [Information/Possible Action]**
 - 2017 Fair Stats and Suggested Changes for 2018- *Denise*
 - November Work Session- Date, Time, Location- *Dylan*
 - Request for Quotes Update- *Dylan*

VII. 6:30PM Strategic Plan Items [Action]

Strategic Plan- September

Sept.		
1.1.1	Select a marketing/sponsorship coord. as needed	FB
2.1.9	Submit sign/banner application to City of Salem (9/15 applications accepted)	Staff
3.3.7	Hold Volunteer Appreciation Night- <i>Scheduled for Sept. 14 Round Table Pizza</i>	FB, EC, Staff
4.1.3	Discuss whether the fair should feature a "big name act"	FB, EC, Staff
4.4.7	Hold Public Competitions superintendents' post fair meeting- <i>Done</i>	OC Point Per., Staff

VIII. 6:45PM Other-

- Ingalls' Reports
- Newsworthy Items- OFA Conference October 26-29, Linn County Expo Center, Albany OR

IX. 7:25PM Adjourn

Next Regular Meeting: October 2, 2017

Volunteer Appreciation Night- September 14, 2017, Round Table Pizza, Keizer

Marion County Fair Board

To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.

Monthly Meeting

Commissioners' Board Room

August 2, 2017 5:30 PM

In Attendance

Present: Heidi DeCoster, Shannon Gubbels, Nathan Leao, Dylan Wells, Pam Zielinski

Key Volunteers: Amy Goulter-Allen, FFA

Staff: Denise Clark, Tamra Goettsch, Commissioner Janet Carlson (BOC Liaison)

Guests: Jill Ingalls, Ingalls & Associates; Melanie McCabe, 4H

I. **Introductions**

II. **Public Comments-** None

III. **Approval of Meeting Summary Notes-** Shannon made a motion to approve the June 28, 2017 Meeting Summary Notes; Heidi seconded. Motion passed.

IV. **FFA Report,** Amy- The post fair report has been submitted to Denise. No issues to bring forward.

4H Report, Melanie- The fair went well. The 4H post fair report has been submitted along with the 4H invoice and supporting documentation. The judges' cost alone was \$9,000; they had to hire an additional sheep judge due to a judge having to leave early. The auction went well; more money was raised this year than in previous years.

Dylan thanked Amy and Melanie for their good work.

V. **Financial Report,** Tamra- The budget document distributed is just a preliminary look at the financials; there is still financial activity yet to be documented.

Revenue:

- Gate receipts are down approximately \$10,000 from the 2015 fair high. (However, there is still some revenue due in.) Variables that affect this figure are:
 - Afton Ticketing is paid up-front now out of the gate receipts. (Daniel will add a note reflecting this in the document.)
 - The Children of Promise tickets JE (Journal Entry), which is a transfer of money, still needs to be done.
 - 4H gate revenue has not been received.
- Sponsorship- Approximately \$7,000 is outstanding.
- The Permitted Activities revenue is not reflected; it was paid at fair time. (Denise will check with Daniel.)
- Zero Waste income of \$18-\$20,000 is still to be reflected.

Attendance:

- Brandi's preliminary attendance figures spreadsheet was distributed; it still needs to be finalized.
- Jill felt that the 4th of July landing on the Tuesday of fair week affected fair attendance.
- Daniel and Denise are reconciling Afton's numbers and our attendance figures.

Operations:

- New payments since last month's report were reflected in yellow.
- Shannon stated that \$250 in vet fees still needs to be paid out for the open class animals' vet check. She'd like to see \$1,500 remain in the line item for next year's budget. (\$1,200 of that figure is for shavings/haul-out from the Fair Foundation.)

Tamra explained that the Fair Program Coordinator (Denise) salary and benefits costs won't be shown in the upcoming budget document because it's paid fiscally; the budget document goes from fair to fair. The balance sheet shows county entries of \$50,000 (Operations) and \$47,557 (Administration.) The Fair Coordinator total costs are around \$52,000 annually. That Administration revenue will stay with the Community Services Department Budget to cover the cost of Denise's position; it won't appear in the fair's budget in the future. Only the fair temp wages will come out of the fair budget.

2017 fair temp (office staff) wages costs were down because there were hiring issues and delays. Also, Denise cut back on the temps' hours and had each temp work just half days (4 hrs.) until fair week, in which they worked 8+ hours per day. In reviewing issues regarding the earlier closing of the fair office, there was just one incident in which the gate personnel couldn't figure out how to sell tickets to a senior; the customer was sent to the fair office to take care of it, but the office was closed.

A savings of \$1,500 for the fair's insurance premium is due to having the insurer address just the operating budget, not the full budget, when calculating the premium.

Shannon made a motion to approve the financial report as presented; Heidi seconded. Motion passed.

Budget Change Request Forms-

1. Big Name Entertainment Lodging Change

Jill explained that a sponsorship was negotiated for rooms at the Red Lion Hotel for \$2,000 to cover the Barn Yard Adventures and the Big Name Acts' Lodging. The total came to approximately \$3,700. Enough rooms had been reserved, but then more were required once the big name acts arrived. The increased amount needed is \$631.28.

Melanie said that 4H would not be using Red Lion again next year. The rooms were bad (moldy, and not clean) and there were invoicing problems. (The Night Ranger manager went through four rooms before they met his satisfaction.)

Jill has reached out to Double Tree for next year's room sponsorship.

Heidi made a motion to increase the Big Name Entertainment & Barnyard Adventures Lodging by \$631.28 and decrease the carry over by the same amount; Shannon seconded. Motion passed.

- ### 2. Post fair, Joel told Tamra that the Big Name Entertainment food expenses were greater than budgeted. Tamra edited the contract before signing stating that we would accommodate requests that were within our budget. Joel returned unused supplies that were purchased. Big Name Entertainment is \$1,450 over budget. Tamra noted that next year we need to negotiate what we will, and won', accommodate with each act; we need to

manage overall costs. Jill said that based on her experience, entertainers put all requests in the contract rider just to see if they can get it. These need to be negotiated harder in the future.

3. Big Name Entertainment Transportation- Tamra mentioned that Joel has been responsible for the transportation in the past, and at times, paid out of his own pocket. He submitted receipts for these costs this year. In addition to the cost of the van itself, we were charged for high mileage due to the number of trips that were needed to get the band to the fair. Next year, perhaps we can negotiate a van through the county’s van pool. (We will add to the Strategic Plan for March- addressing the Big Name Entertainment transportation.)

There were some issues in which the volunteers helping back stage for Night Ranger were treated poorly. People felt that Romeo Entertainment could have been more helpful. Tamra addressed her concerns with Eric during the fair. Jill said she also had a conversation with Eric regarding security coverage needs and she told him those type of requests need to go through her. More conversation needs to be had with the security company regarding chain of command.

The Big Name Entertainment VIP passes were not agreed to contractually.

4. Janitorial services (ABC Windows)- With more fair attendees this year, there were more bathroom issues. Also the catering caused more janitorial needs. Melanie said that the barns’ area bathrooms needed more attention; however, it was better than it has been in the past. (Jill was pro-active in asking ABC to increase their staffing numbers for Friday and Saturday nights this year.)

Pam made a motion to increase the Big Name Entertainment catering and janitorial services by \$831; and increase Big Name Entertainment Transportation by \$230.51; Heidi seconded. Motion passed.

Budget Item	Budget Change	Taken From
Big Name Entertainment & Barnyard Adventures Lodging	Increase by \$631.28	Carryover
Big Name Entertainment Transportation	Increase by \$230.51	Carryover
Big Name Entertainment Catering; and ABC Janitorial Services	Increase by \$831	Carryover

VI. Items of Special Interest:

OFA (Oregon Fairs Association) Awards- Dylan strongly suggested that our fair submit nominations to OFA to showcase the great things that go on at the Marion County Fair.

Category Nomination Suggestions:

- Business Fair Supporter:
 - Adam’s Rib Smokehouse- Mike Adams showcases the fair from Facebook and speaks publically about the fair at Chamber Greeters. They also provide sponsorship money and in-kind to the fair.
 - K&E Excavation was also suggested as they do sponsorship; bring in equipment to hang the barns’ ceiling signs/banners; store and haul the weigh-in scales; John Kuenzi (owner) is president of the auction committee. They also send the 4H mailings out of their office.

It was decided to go with K&E as the nomination for this year.

- Local Fair Supporter- Marion County Fair Foundation (4H premiums, shavings/haul-out, market auction, Herdsmanship Award; youth open class premiums.) Will not include the swine and wine event as that has been previously submitted.
- Youth Local Fair Supporter- Marion County Farm Bureau (t-shirts, support for STEAM)
- Youth Project Award- STEAM (recognize SKEF in this and include a list of other partners.)
- Fair Premium Book/Fair Schedule can be submitted
- Marketing/Advertising Entries- Ingalls can showcase the website, TV, Facebook (reached 50,000 people.)
- Fair Board Member of the Year- Tamra feels that it is important to recognize someone annually, rotating the nominations. Tamra encouraged everyone to send her their thoughts on who might be a good candidate.
- The “whoops” award could also be done privately if a person wants to send suggestions to Tamra.

Tamra asked everyone for help in writing these nominations. Melanie said that she would write the nomination for K&E Construction.

The due date to submit the nominations to OFA is September 20. Please have the written nominations to the Community Services’ office by September 15. They can also be brought to the September 6th board meeting.

Commercial Vendor Feedback Forms (previously distributed):

- The vendor feedback forms received were emailed out to everyone earlier for review.
- Denise said that all commercial booths are to show proof of liability. She suggests Rescue Row participants should do the same. Some Rescue Row organizers said that they won’t be able to participate next year if it is required of them. Denise will research this with the county’s risk management to see if there are any options.
- Change commercial vendor booth fees? No, it was decided to leave as is; the fees are comparable to other fairs.
- To consequent those who do not keep their booths open all hours of the fair, change the *Rules Governing Commercial Vendors* to include wording similar to “Prior performance may impact future participation.”
- The vendors that left early on Sunday were DISH, the Board of Commissioners’ booth, and Love Cosmetics & Health. Those known to have not kept fair hours during fair were outside vendors Lularoe and Aveti Arts. If anyone has information as to additional vendors who did not comply with any of the *Rules Governing Commercial Vendors*, please give that information to Denise.
- Add to September’s agenda- discussion regarding closing the commercial exhibitors’ building (Columbia Hall) early.

Keeley letter:

A copy of a letter Denise received from Dan Keeley was discussed. The letter was written to the market auction committee (with a cc to Denise) regarding white ribbons given to hog projects. Dylan received a phone call from a grandfather concerned that his grandchild’s project (hog) was not allowed to go through the market auction because it received a white ribbon. Dylan gave the grandfather Melanie’s contact information.

Melanie said that there were only two white ribbons given for hog projects this year compared to 11 last year. The judges are fair and qualified in determining the ribbons a project receives. 4H takes recommendations on who to hire. Last year the hogs’ judge was well received; the judge was personable and gave good instructions. Melanie indicated

that they hire from all over, including outside of the state. Their judges are nationally known and qualified. Everything is judged on a standard. If the project meets the standard a red ribbon is given; exceeding the standard receives a blue. Those that received a white ribbon did not meet the standards. There is also a weight standard. This has been the standard used for 20 years.

Shannon feels that this is a market auction issue and not a fair board issue.

Included in the letter was a complaint about the music being too loud during the Friday night concert. Everyone agreed it was too loud.

2017 Herdsmanship Awards:

The Fair Foundation received information from Melanie as to who the Herdsmanship payout was to go to. They paid out to two different groups. Melanie said that the one group that was chosen (Silver Adventures and Livestock) split up the responsibility; they took one barn, and that "Camelids & Critters" took the other. The question was raised as to who is the authorizing body that determines what group is to receive payment. The fair board received just one application (Silver Adventures and Livestock) by the submission deadline and selected the one applicant. After some discussion, it was decided to leave the process as is; applications come to the MC Fair Board for approval who will then notify the MC Fair Foundation who is to receive payment.

Marion County Dairy Women Credentials

The Marion County Dairy Women are a non-profit food vendor. Denise said that each year, Jesse DeJager, comes into the fair office to purchase the credentials (extra tickets) needed to get the organization's volunteers into staff the booth. Jesse is concerned about the cost to the organization. They spent around \$270 for additional entrance tickets for the volunteers this year. Jessie told Denise that she isn't required to buy any credentials for the volunteers for the state fair. It has been suggested that Marion County modifies its rules regarding entry credentials for non-profits, such the Dairy Women. The board authorized Denise and Jill to get together to come up with a proposal for non-profit booth entry credentials.

VII. Strategic Plan Items

4.6.6 Hold an August fair recap meeting to address the positive and negative components of the most recent fair- In process.

4.6.7 Members to submit their attendance numbers at the August recap meeting if have not already done so- In process.

3.2.3 Evaluation of contracts- Identify which contractors are eligible for renewal. Determine which services should be competitively solicited before the following year's fair. The Zero Waste agreement may, or may not, be a contract; it is currently a grant. It's on the contracts list so it won't be forgotten. It's on Sarah's (Contract Coordinator) list to potentially go out for bid for the Zero Waste project for next year.

Commissioner Carlson suggested that a discussion be held with Garten as to what is required at our fair. The fair board should have some say as to what degree of waste that it is willing to accommodate; it can be negotiated. Tamra has talked to Will Posegate, Garten's Recycling Services Manager, about this. In the fall further discussion will be held as to where to go from here.

Dylan is concerned about the increasing cost of the Garten grant even though Marion County Public Works is picking up the cost.

The fair board would like to go out for another security RFP (Request for Proposals) restructuring it so that there is an RFP for security and one for gate entry/cashiering. This may bring in more responses; finding one company that does both is limiting. There were a lot of problems with gate entry including people getting in without any credentials. Banks and rotary groups are willing to do gate entry; perhaps this could even be a sponsorship.

Shannon made a motion to put out an RFP for security and ticket taking (cashiering) as two different contracts ASAP; Heidi seconded. Motion passed.

Afton is researching whether they can provide its own staff for events, having them do the cashiering on its devices.

It was also suggested to go out for bid for the entertainment booking agent. It was noted that our contract is with Romeo Entertainment; a different booking agent can also be requested. Joel needs to be present before a decision can be made.

Tamra will let Sarah know that we might be going out for these RFPs. The booking agent discussion will be put on the September agenda.

VIII. Fair Recap- What went right/wrong:

- Include title on member name badges (fair board member, staff, etc.)
- Denise noted that no written complaints or requests for refunds were received this year; so that is one indicator of a successful fair.
- A coloring contest participant complained that they should have received a premium payout (\$6) for the blue ribbon on the project. Heidi took responsibility for this; in the future, superintendents will try to be clearer on premium eligibility.
- Market auction- the aisles need to be wider between the pig pens for people to get through.
- Market auction- there needs to be bleachers for seating on three sides of the arena. The auction pen layout will be changed next year.
- Sunday evening's load-out went well. Participants were allowed to leave at 5:15 PM and they were happy about that. Shannon gave kudos to Jill and company for this.
- Dylan felt that the concerts were "great" and that vendors were happy. He said the fair felt very successful.
- Jill was disappointed in the veterans' groups' organization for Thursday's Veterans' Tribute. There was not enough publicity and therefore limited participation from the veterans' community. She felt this affected Thursday's attendance numbers.
- The theme days went well; Jill thanked everyone for focusing on the concept of the day.
- Sunday didn't come together as well as Jill had hoped.
- The Real Heroes area looked great this year; the flags were a nice addition.
- Heidi felt that the first annual Lego build contest went well; there weren't as many participants as expected but she expects it to go better next year.
- The public competitions entry process needs improvement. The intake folks didn't have the information they needed; the volunteers needed better instructions. Better customer engagement was expected. With only one day for in-take this year, a lot of issues came up. Need to have the entry period go later into the evening to accommodate those that work for a living. Also need to work out the new ShoWorks program bugs.
- Denise noted that the number of participants/entries in public competitions were up; all the marketing made a difference.
- Heidi wants to improve the coloring contest process.
- The 4th of July negatively affected the public competitions entry process this year.

- The talent show (Teen Idol) organizers are a challenge to work with; we would like to see better communication. They do, however, put on a good show. The organizers receive \$275 for prize money and \$900 to put on the adult talent show.
- It was suggested that we could do a karaoke contest instead of a talent show. In some fairs the karaoke contest participants are pre-qualified with eight weeks of tryouts. There is still a cost in having someone coordinate it.

IX. **Other:**

Ingalls' Report-

- Jill is in the process of submitting invoices to the county; the final media invoices will take a while.
- During set-up a food vendor broke a hose and a forklift driver "took out" a pipe.
- The Dairy Women's barn awning was damaged, but it was after our event so not our responsibility.
- The sponsor payments are almost all in.

The Alaskan Pig races had huge crowds and had a good commentator.

The Barnyard Adventures did well; a lot of good activities.

The petting zoo didn't have as many animals and they didn't look as good as they have in the past.

Board members were reminded to save the date on the Volunteer Appreciation Event, September 14; location TBD.

Tamra noted that the fair volunteer process went well and that Mary Grim is utilizing the Volgistics (volunteer data base software) program efficiently.

David Beem was an enthusiastic volunteer this year, however, he needs clearly identified tasks that maintains his attention and provides focus. Perhaps next year a volunteer can be assigned to assist him.

Shannon noted that Godfrey Nursery is interested in a flower sponsorship for the 2018 fair. She asked that this be added to the Strategic Plan for March.

Everyone was thanked for their great work at this year's fair.

Meeting adjourned: 8:35 PM

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Balance Sheet
SEPTEMBER 6, 2017

	2016	2016	2017	2017
	Amended	YTD	Adopted	YTD
Fair Ops Summary				
Total Revenues	248,262.00	265,033.94	252,087.00	261,163.56
Less Total Expenditures	330,898.96	271,731.08	380,582.96	279,395.33
Fair Operating Income (Loss)	(82,636.96)	(6,697.14)	(128,495.96)	(18,231.77)
County Contribution	50,000.00	50,000.00	50,000.00	50,000.00
Fair Net Income (Loss)	(32,636.96)	43,302.86	(78,495.96)	31,768.23
Fair Admin Summary				
Total Revenues	47,534.67	47,845.83	47,704.00	47,941.50
Less Total Expenditures	99,287.04	94,861.14	101,918.00	86,035.14
Admin Operating Income (Loss)	(51,752.37)	(47,015.31)	(54,214.00)	(38,093.64)
County Contribution	47,557.00	47,557.00	47,557.00	47,557.00
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	9,463.36
Fund Balance				
Carryover from Previous Fair	77,438.04	77,438.04	121,283.00	115,093.14
Fair Ops Net Income (Loss)	(32,636.96)	43,302.86	(78,495.96)	31,768.23
Admin Net Income (Loss)	(4,195.37)	541.69	(6,657.00)	9,463.36
Carryover to Next Fair	40,605.71	121,282.59	36,130.04	156,324.73

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Revenue
SEPTEMBER 6, 2017

426-4216		2016	2016	2017	2017
REVENUES		Amended	YTD	Adopted	YTD
Account					
332200	State Subsidy	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00	\$ 6,262.00
341530	Gate Receipts	\$ 70,000.00	\$ 71,368.40	\$ 70,000.00	\$ 76,281.76
341530	Gate Receipts (Latino Event 2015)				
341530	Children of Promise Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
341540	Food Booth Fees	\$ 36,000.00	\$ 35,915.76	\$ 35,000.00	\$ 42,735.06
341550	Commercial Space Rental	\$ 18,600.00	\$ 24,214.00	\$ 18,000.00	\$ 25,981.00
341560	Carnival Fees	\$ 13,500.00	\$ 18,433.89	\$ 17,500.00	\$ 21,532.87
341580	Camping Fees - 4-H/FFA, Vendors	\$ 6,000.00	\$ 8,195.00	\$ 7,500.00	\$ 7,769.07
341555	Sponsor Fees	\$ 45,400.00	\$ 52,225.00	\$ 52,200.00	\$ 55,274.00
341565	Stall Fees	\$ 4,000.00	\$ 2,910.00	\$ 2,900.00	\$ 2,777.00
341860	Grand Safety (Real Heroes) Fees	\$ 400.00	\$ 325.00	\$ 325.00	\$ 65.00
344999	Other Fees (fair booth county depts)	\$ 100.00	\$ 136.00	\$ 100.00	\$ 118.00
~	<i>Subtotal</i>	\$ 202,762.00	\$ 222,485.05	\$ 212,287.00	\$ 241,295.76
344999	Other Reimbursements				
373100	Open Class (\$457.00 Fair Foundation)	\$ 550.00		\$ -	
373100	4H Premiums (\$6,532.00 Fair Foundation)	\$ 5,000.00		\$ -	
332200	Commercial Space Rental				
381999	Oregon 150 Relay Grant				
373100	Herdsmanship (\$400 Fair Foundation 2016)	\$ 400.00		\$ 400.00	
373100	Petting Zoo (\$3,000.00 Fair Foundation)	\$ 3,050.00			
	Shavings and Haul-Out (Fair Foundation)			\$ -	
371000	Misc (permitted activities, inflatables, pony rides)	\$ 4,000.00	\$ 3,013.25	\$ 3,000.00	\$ 2,610.80
371000	MMA (cage fighting)				
371000	Concert Merchandise Sales	\$ 100.00	\$ 220.00	\$ 100.00	\$ 956.50
371000	State Fair Pavement Payment	\$ 5,000.00	\$ 10,462.00	0.00	
371000	Color Run (race)				
372000	Over & Short		\$ 100.00	\$ 100.00	\$ 0.50
373100	Zero Waste/ES/Donations	\$ 16,000.00	\$ 16,817.64	\$ 20,200.00	
373100	Donations & Misc. Revenues	\$ 400.00	\$ 936.00	\$ -	\$ 300.00
	Reimbursement for Damage to Fairgrounds (Garten)				
371000	MCE4H - Agricultural Development	\$ 11,000.00	\$ 11,000.00	\$ 16,000.00	\$ 16,000.00
TOTAL REVENUES		\$ 248,262.00	\$ 265,033.94	\$ 252,087.00	\$ 261,163.56

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
SEPTEMBER 6, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	4H FFA & OPEN CLASS				
	4H				
525910	4H (ribbons, wristbands, judges, other)	11,000.00	8,000.00	8,000.00	8,000.00
525910	Premiums (Fair Board)	5,000.00	3,000.00	3,000.00	3,000.00
525910	Premiums (\$6,532.00 Fair Foundation)			0.00	
	Shavings			0.00	
	Shavings Haul-out Fee		755.00	0.00	
	Open Class Livestock (Shavings Haul-out, vet check & ribbons)			1,551.00	
	Sub Total	16,000.00	11,755.00	12,551.00	11,000.00
	FFA				
525915	FFA (supplies, ribbons, judges, contest, other)	2,200.00	2,235.00	2,250.00	
525915	Premiums	3,900.00	3,863.20	3,900.00	
	Subtotal	6,100.00	6,098.20	6,150.00	0.00
	Open Class				
525920	Open Class (misc.)		405.97	350.00	84.20
525920	Open Class premiums (\$457 Fair Foundation)	550.00		550.00	
525920	Ribbons & Trophy Engraving	1,000.00	45.83	1,000.00	395.44
	Sub Total	1,550.00	451.80	1,900.00	479.64
	EVENT/MARKETING COORDINATOR				
525110	Fair Event Coordination (Ingalls)	30,000.00	29,999.97	30,000.00	30,000.00
525930	Event reimbursable expenses requiring Fair Board approval	7,800.00		0.00	
525715	Marketing Campaign Coordination (Ingalls)	8,000.00	7,999.95	8,000.00	7,999.95
525715	Sponsor Fees (commission)	12,000.00	15,693.72	14,000.00	7,484.80
	Sub Total	57,800.00	53,693.64	52,000.00	45,484.75
	GROUNDS & UTILITIES				
527310	Tents & Lights - Decorator	10,000.00	9,633.50	10,000.00	9,252.50
527310	Lights, Sound & Stage	13,980.00	14,183.00	14,282.00	14,282.00
527310	Stage Fencing		407.50	400.00	320.00
527231	Fairgrounds Rental in TRADE				
	Electric Signs			750.00	750.00
	Map			1,500.00	
527231	Asphalt Paving Cost				
527231	Plans & Specs				
527231	MCSO Crew				
527310	Golf Cart Rentals/RTV	2,010.96	1,235.75	2,000.00	
527310	Wheel Chair Rental	0.00	0.00	200.00	
527310	Sanitation (handwashing supplies)	122.00	119.00	0.00	
527310	Portable Toilets and Sanitation Supplies	3,000.00	2,882.00	3,000.00	
527310	Zero Waste (includes Garten Svcs)	15,900.00	16,817.64	20,200.00	17,046.76
527310	Zero Waste (Supplies, Bleach, Gloves, Etc.)	450.00	0.00	0.00	
527230	Electrical Charges - Usage - State Fair	2,500.00	0.00	2,500.00	
527230	Electrical Charges - Set-up	6,500.00	5,980.00	6,500.00	5,836.00
527230	Plumbing	1,500.00	1,104.00	1,500.00	1,500.00
527230	Other (Grange rental, and info booth repair)	145.00	140.00	150.00	
527230	Damage to Fairgrounds (Garten Truck)				

MARION COUNTY FAIR BOARD TREASURER'S REPORT

Fair Operations Expenses
 SEPTEMBER 6, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
527230	Parking Attendants	2,500.00	2,000.00	2,000.00	2,000.00
525945	Civic/School Organizations				
525945	Grounds Setup / Cleanup	5,000.00	5,000.00	5,000.00	4,909.43
525350	Janitorial Services	4,500.00	4,600.00	5,300.00	5,535.00
	Subtotal	68,107.96	64,102.39	75,282.00	61,431.69
	SAFETY, SECURITY & TICKETING				
525225	Ambulance/EMT Services (will be \$4,400.00 in 2017)	1,200.00	0.00	0.00	
525158	Armored Car Services	250.00		250.00	55.16
525555	Security Services	15,500.00	15,510.00	17,181.00	16,825.00
525999	Electronic Gate Ticket Printing	1,500.00			
525999	Electronic Gate Ticketing Wi Fi	420.00			
525155	Credit Card Fees	700.00	420.39	500.00	544.36
527230	Security Fencing Rental	1,310.00	780.00	1,200.00	1,200.00
525999	Afton's Service Fees	12,700.00	12,224.26	12,775.00	
	Sub Total	33,580.00	28,934.65	31,906.00	18,624.52
525710	PRINTING				
	Veteran's Event	100.00	43.85	100.00	
	Spanish Translation, Design, & Printing	500.00	58.50	500.00	
	Badges/Lanyards/Wristbands		83.52	0.00	
	Sub Total	600.00	185.87	600.00	0.00
525715	PROMOTIONS & ADVERTISING	34,100.00		32,136.00	
	Marketing (Social media, logo design)		3,250.00		3,250.00
	Prg Design & Printing and promotion		2,280.00	750.00	1,083.50
	Veterans Event		95.00		
	Boomer and Senior News		1,520.00		
	Video Shoot		350.00		
	Newspaper Advertising		10,171.77		10,447.18
	Yard/Field signs		231.67		75.00
	Flyers, Maps & schedule				554.36
	Television				
	Radio Advertising		7,020.04		5,505.00
	Photography				
	Fairgrounds Signs/Banners		905.00		560.00
	Misc. Advertising (Liberty St Banner)		225.00	364.00	544.00
	Ag Fest booth		844.95		420.00
	Website Development and Maintenance			5,000.00	4,680.00
	Comcast Spotlight		5,679.42		2,305.16
	Sub Total	34,100.00	32,572.85	38,250.00	29,424.20
	PROGRAMMING				
525925	Local Entertainment	5,000.00		5,500.00	
	Greydogz		600.00		
	Flextones		650.00		
	Syco Billies		500.00		
	Rekless Kompany		1,000.00		
	Showdown		2,000.00		1,500.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
SEPTEMBER 6, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Adam Larson		250.00		
	Tracy Reynolds		450.00		450.00
	Melissa Mikelson		650.00		650.00
	Briana Renea		1,000.00		
	L. Tucker		250.00		
	Wild Ire				
	Code Red				550.00
	TLS Journey				750.00
	Never2Late				800.00
	Olivia Harms				500.00
	Superheroes and Star Wars Characters			500.00	
	Michael Husser (AH Factor)		250.00		
	Sub Total	5,000.00	7,600.00	6,000.00	5,200.00
525925	Big Name Entertainment	41,520.00		493.00	
	Band Fees (Night Ranger, Diamond Rio)		26,400.00	55,000.00	55,000.00
	Morgan Alexander		2,000.00	0.00	
	Advertising/ Marketing				
	Booking Fee (Eric M.)		2,600.00	5,550.00	5,500.00
	Catering (Band & Staff)		525.00	1,172.00	1,172.00
	Catering (VIP & Operations)			424.45	424.45
	General Production (backline)			1,500.00	1,500.00
	General Production (stagehands)		721.00	800.00	800.00
	Security (ticket takers, ushers)				
	Lodging		351.38	927.00	
	Transportation - Shuttle (van/gas \$250.00 for 2017 fair)		0.00	730.51	730.51
	Main Stage			1,175.00	1,175.00
	Sub Total	41,520.00	32,597.38	67,771.96	66,301.96
525930	Events & Activities				
	Brad's World Reptiles	500.00	3,500.00	0.00	
	Barn Yard Adventure			4,400.00	4,400.00
	Farm Yard Fun	550.00			
	Permitted activities contingency	3,500.00			
	Petting Zoo (Paid by Pacific Stair 2017)	3,050.00		3,050.00	
	Animal Exhibits	4,800.00	4,800.00	0.00	
	Rodeo (including dirt)	20,000.00	20,000.00	20,000.00	20,000.00
	Mayor Legislative Reception (BOC office)	0.00	0.00		
	Car Show	200.00	0.00		
	Boys & Girls Club (STEAM)	1,000.00	340.00		
	Herdsmanship (Fair Foundation)	400.00		400.00	
	Fun Run				
	Real Heroes	1,000.00	1,000.00	0.00	
	Grill-Off BBQ	250.00	777.77	750.00	336.15
	County Chic Boutique	0.00	0.00		
	Swine & Wine	0.00	0.00		
	Latino Music Festival (Flyers)	0.00	0.00		
	Volunteer Shirts	1,200.00	1,246.00	398.00	398.00
	Fair Board Shirts	750.00	594.00		
	FFA and 4H Youth Shirts			2,474.00	2,699.00

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Operations Expenses
SEPTEMBER 6, 2017

426-4216		2016	2016	2017	2017
		Amended	YTD	Adopted	YTD
	Volunteer Appreciation Event	500.00	227.45	300.00	
	Volunteer Hospitality Room			0.00	125.76
	Bingo & Senior activities	1,000.00		0.00	
	Veteran's Uniforms Display (Dry Cleaning)	175.00	100.00	125.00	
	STEAM	1,000.00	622.98	6,500.00	5,814.66
	Miscellaneous (umbrellas, panchos, necklaces)		103.90		
	Coloring Contest		152.20	0.00	
	Pig Races Tractor Pedal Pull			6,500.00	6,500.00
525940	Talent Show				
	Prize money (Teen Idol)		275.00	275.00	275.00
	KLOO contract				
	Talent Show			1,000.00	900.00
	Sub Total	39,875.00	33,739.30	46,172.00	41,448.57
571010	Contingency	0.00	0.00	2,000.00	
	Contingency - Future Rental 2019	26,666.00		40,000.00	
	Sub Total	26,666.00	0.00	42,000.00	0.00
	NEW TOTAL	330,898.96	271,731.08	380,582.96	279,395.33

MARION COUNTY FAIR BOARD TREASURER'S REPORT
Fair Administration
SEPTEMBER 9, 2017

426-4217		2016 Fair	2016	2017	2017
Account		Amended	YTD	Adopted	YTD
REVENUES					
332200	State Subsidy	47,404.67	47,404.67	47,404.00	47,404.67
381100	Transfer from General Fund	47,557.00	47,557.00	47,557.00	47,557.00
392000	Net Working Capital				
361000	Investment Earnings - INTEREST	130.00	441.16	300.00	536.83
371000	Misc. Revenue (Bond Refund)				
TOTAL REVENUES		95,091.67	95,402.83	95,261.00	95,498.50
EXPENDITURES					
511110	Fair Coordinator Wages (including overtime)	32,284.00	35,748.79	35,748.00	31,801.45
512010-610	Fair Coordinator Fringe	19,955.00	21,087.81	21,087.00	20,692.58
511120	Temp Wages (including overtime)	9,059.00	5,347.14	5,347.00	2,587.11
~	Temp Fringe	417.00	852.88	853.00	209.11
Total Personnel		61,715.00	63,036.62	63,035.00	55,290.25
521010	Office/ Dept. Supplies	100.00	8.95	100.00	46.58
522180	ShoWorks Software			1,745.00	400.00
523010	Telephones	100.00	8.12	100.00	
523050	Postage (admin only)	100.00	18.02	100.00	97.25
523090	Long Distance Charges				9.52
525360	Public Works Services (survey charges)	1,289.00	2,284.66	1,289.00	
525710	Printing	40.00		100.00	
525715	Advertising (RFP legal notice)	1,300.00		1,300.00	
525715	Advertising - other				
527210	Building Rental (private)	1,120.00	1,112.40	1,120.00	
528110	Liability Insurance Premiums	5,500.00	5,700.00	5,700.00	4,022.00
528210	Public Officials' Bonds	1,289.04	791.67	1,290.00	1,500.00
529110	Employee Mileage	50.00	109.62	110.00	30.50
529130	Meals	300.00	206.00	470.00	428.00
52914	Lodging				200.00
529210	Meetings	100.00		100.00	200.00
529220	Conferences	1,600.00	753.00	1,245.00	1,043.00
529300	Dues & Memberships (Travel Salem, OFA)	1,300.00	995.00	800.00	395.00
529650	Pre-Empl Investigations	70.00			
529999	MCFair.net Domain renewal 5-years				
~	Total M&S	14,258.04	11,987.44	15,569.00	8,371.85
60100-60452	Administrative Charges	23,314.00	19,837.08	23,314.00	22,373.04
571010	Contingency				
Total Admin & Contingency		23,314.00	19,837.08	23,314.00	22,373.04
TOTAL EXPENDITURES		99,287.04	94,861.14	101,918.00	86,035.14
NET		(4,195.37)	541.69	(6,657.00)	9,463.36



Budget Change Request Form

Date	Fair Year	REVENUE	EXPENSE	Description of change
<i>example</i>	2014		\$ 3,000.00	Increase 4H premium payments
<i>example</i>	2014	\$ 3,000.00		Increase Donation revenue - from Fair Board Foundation Swine & Wine event
<i>example</i>	2014	\$ 20,000.00		Increase Sponsor fee revenues
<i>example</i>	2014		\$ 26,000.00	Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000
<i>example</i>	2014		\$ (6,000.00)	Decrease State Fair Rental
1				
2	8/29/2017		69.47	Increase Grill-Off BBQ to total of \$819.47 from \$750
3		69.47		From Carry forward
4				
5				
6				
7				
8				
9				

TOTAL \$ - \$ -

NET CHANGE \$ (69.47) -

Person Requesting: Jill Ingalls 8/29/2017
Date

Fair Board Approval: _____ Date

Community Services Director: _____ Date

Approved Changes Entered: _____
**** Budget Office Use Only**



Budget Change Request Form

	Date	Fair Year	REVENUE	EXPENSE	Description of change
	<i>example</i>	<i>2014</i>		\$ 3,000.00	<i>Increase 4H premium payments</i>
	<i>example</i>	<i>2014</i>	\$ 3,000.00		<i>Increase Donation revenue - from Fair Board Foundation Swine & Wine event</i>
	<i>example</i>	<i>2014</i>	\$ 20,000.00		<i>Increase Sponsor fee revenues</i>
	<i>example</i>	<i>2014</i>		\$ 26,000.00	<i>Increase Sponsorship Commission by \$3000 and Big Name Ent. By \$23000</i>
	<i>example</i>	<i>2014</i>		\$ (6,000.00)	<i>Decrease State Fair Rental</i>
1	8/3/17	2017		\$ 631.28	Increase Big Name Lodging from \$927 to total of \$1,558.28
2					
3					
4					
5					
6					
7					
8					
9					
	TOTAL		\$	-	\$

NET CHANGE \$ (631.28)

Person Requesting: Jill Ingalls 8/2/2017
Date

Fair Board Approval: _____
Date

Approved Changes Entered: _____

**** Budget Office Use Only**

COMMERCIAL VENDOR QUESTIONNAIRE

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

BUSINESS NAME: Missy Ely - Scentsy

CONTACT PERSON: Missy - 503-999-3089

TYPE OF CONCESSION

OR PRODUCT: Warmers, wax, diffuser, oil,
on-the-go, budless

Brief Comments on and/or suggestions for the Marion County Fair:

I really enjoy this fair and
I definitely want to continue
participating, but my first I barely broke
even, my second year I got a plebe
booth in hopes the risk would be worth
it. Indoor vendors were moved from Sackman
long building to the Columbia Hall. We sold
about as much that year as we did the
first year. Then this year we were in
Columbia again but we had a lot of people
make mention that they didn't know anyone
was in the building because the building
was all closed up and there wasn't any
signs. It was very slow in the building and

THANK YOU!

business sales wise I was down over
1000⁰⁰ from last year. So I was in the red, definitely

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair not
at PO Box 14500 Salem, OR 97309 Profitable, but it will be back next

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year and hope for
the best. I would be happy to help with signs if needed.



Marion County Fair
2nd Weekend in July
2018 PRIORITY APPLICATION

AUG 29 2017

Business: Missy Ely - Scentsy

First Name: Missy Last Name: Ely

Address: 39230 Shilling Dr

City: Seio State: OR Zip: 97374

Work Phone: 503-999-3089 Cell: 503-999-3089

Fax: Other:

Email: Countrygirl3187@hotmail.com Web: www.missyely.scentsy.us

SPACE REQUEST

Seniority, date received and compatibility with other exhibits are factors the Marion County Fair (MCF) considers when spaces are assigned. However the MCF reserves the right to designate the area where any Licensee may present their exhibit as is beneficial to the MCF and its patrons.

[X] Yes! Sign me up for the 2018 Marion County Fair. Please RENEW my 2017 booth space.

(108,110)

[] Yes! Sign me up for the 2018 Marion County Fair, but change my location or booth size to:

Choices: 1st 2nd 3rd or Size: X

I understand that I will be given the opportunity to change my space and maintain my priority status after all priority applications are complete. Unclaimed booths will be assigned on a first come basis. By this application I acknowledge completion of the contract for booth space. I will be invoiced and my deposit will be due and payable in order to maintain my priority status.

Signed: Melinda Title: Star Consultant date: 8-1-17

You will receive an invoice in May of 2018 as confirmation of your booth assignment. You will be contacted prior to that for placement if relocation was requested.

Signed: Melinda Print: Melissa Ely

Date Received: Time: by:

All applications must be received by December 16th 2016
email ~ marioncountyfair@co.marion.or.us or fax ~ 503-373-4460
or mail ~ Marion County Fair, PO Box 14500, Salem OR 97309

2017 MARION COUNTY FAIR

COMMERCIAL VENDOR QUESTIONNAIRE

In order to serve you and fairgoers in future years, please take a few moments to fill out this questionnaire and give us your feedback.

Booth #135

BUSINESS NAME: Journey Through Healing Chiropractic Center, LLC

CONTACT PERSON: Dr. Laurie Hubbell-Smith OR Dr. Troy Hubbell

TYPE OF CONCESSION

OR PRODUCT: Service - Health - Chiropractic

Brief Comments on and/or suggestions for the Marion County Fair:

There was very little exposure to the public in the Hall. There should have been an Information booth at the Red gate with a sign indicating that the Vendors and Displays are inside. The public should have to Traverse through the Vendor Hall before going to the Fair. Literally hours would go by with less than 10 people passing around the vendors. Also the heat in the building should have been reduced by air circulation and air conditioning. The cooler building would have drawn more people in, giving more exposure. This was our first year and we were told that on average 5000 people enter the gates per day. Very few come into the Vendor area. As a business we pay to get exposure to the public. Please make your Vendors a priority. We support the Public. THANK YOU! Venue v.a our purchase of a booth. Thank you.

Please return completed questionnaire to the Marion County Fair Office or drop in the mail to Marion County Fair at PO Box 14500 Salem, OR 97309

Carnival Revenue Over Years

Year	Vendor	# Rides	# Games	# Food Booths	Games/Booths \$	Gross	Payment to County (Includes \$750 sponsorship)
2017	Funtastic	14	12	4	\$2,000.00	\$71,289.59	\$14,426.29
2016	Funtastic	16	12	3	\$1,875.00	\$65,492.54	\$12,144.00
2015	Funtastic	n/a	10	2	\$1,650.00	\$67,407.08	\$14,231.00
2014	Funtastic	n/a	13	2	\$1,875.00	\$53,208.94	\$10,075.00
2013	Funtastic	n/a	10	2	\$1,650.00	\$56,271.00	\$10,715.00
2012	Funtastic	n/a	6	2	\$1,650.00	\$49,884.00	\$9,871.00
2011	Funtastic	n/a	n/a	n/a	\$1,650.00	\$47,425.00	\$10,579.00
2010	Davis	n/a	n/a	n/a	n/a	\$35,286.00	\$10,647.00
2009	Davis	n/a	n/a	n/a	n/a	\$39,524.00	\$10,641.00
2008	Davis	n/a	n/a	n/a	n/a	\$38,737.00	\$10,304.00
2007	Davis	n/a	n/a	n/a	n/a	\$37,286.00	\$10,382.00
2006	Davis	n/a	n/a	n/a	n/a	\$41,159.00	\$11,795.00
2005	Davis	n/a	n/a	n/a	n/a	\$40,787.00	\$11,446.00

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Open Class Statistics Over Years

Total Number of Exhibitors- to obtain data go to Exh. Name/Number Listing; then Last Yr. Exhibited. Can only get **after** Yr. end processing.

Yr.	Adults	Youth	Total # Exhibitors
2017	n/a	n/a	443
2016	115	95	210
2015	86	52	138
2014	72	63	135
2013	109	41	150
2112	98	65	163
2011	79	37	116
2010	76	32	108
2009	54	23	150*

ShoWorks; 163 pre-reg exhibitors

N/A- Not available

*My figures, unable to get data through BR program

Total Number of Exhibits (Obtain **before** doing Yr. End Processing):

Yr.	Total # Adults	Total # Youth	Total # Exhibits
2017	n/a	n/a	927
2016	442	222	664
2015	338	132	470
2014			407
2013			550
2112			N/A
2011			440
2010			491
2009			223*

ShoWorks; 488 pre-reg exhibits

Suggestions for the 2018 Fair brought to the fair office:

1. On the web site's main page, add a maps tab which includes the fairground's layout. (Currently found only on the vendor page.)
2. On the web site give more detailed instructions on how, and where, to redeem carnival wristband vouchers that are purchased on-line.
3. Organize the Public Competitions information on the web in a manner in which exhibitors participating in on-line registration don't have to reference various documents which are found on different web pages.
4. Have all Public Competition volunteers be coordinated and signed in through the county volunteer coordinator's (Mary Grim) system; eliminating any volunteers coming and going through a superintendent's own personal tracking system.
5. Fair cash orders- modify the amounts and denominations ordered for start-up, exchange, and 4H premiums. (All the dollar bills and quarters are not needed as the premiums have gone up and there are no \$.50 premiums.)
6. Complaint that 4H camping spaces are taking up regular visitor parking spaces. (Research this.)
7. Real Heroes and Rescue Row tickets need to stay in the log cabin and not be given out to the coordinators as they are not getting distributed to the participants.
8. VIP "will call" concert ticket recipients need to pay entry at another gate, and not get in free by coming to the log cabin for "will call" (unless specifically spells out free entry to fair on ticket.) Need to receive the concert tickets, and list of recipients, into the fair office 24 hours ahead of the event.
9. Have two people registering Public Competition walk-in entries into ShoWorks on the lap tops.
10. Add additional "move-out" directions to the *Rules Governing Commercial Vendors* document, ie- "Fair closes at 6 PM, no breaking down of booths until 6; no vehicle movement till "all clear" is announced," etc.
11. Instruct state fair to mow the grass much further back in the oak grove area for campers.
12. Have a one-day schedule flyer specific to each day of the fair. This would be a quick reference of the day's highlights. These can be handed out each day from the information table and booth.
13. Print a list of commercial vendors, and their booth locations, to be handed out at the information table and booth.
14. Increase signage on the grounds directing people towards the commercial vendors in Columbia Hall as not all fair goers are entering at the front end of the grounds.